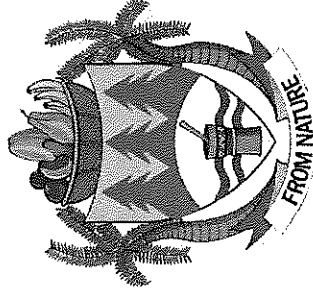


GREATER TZANEEN MUNICIPALITY

Annexure A

Adjusted Performance Plan 2018/19 DIRECTOR



Employee Details

Name:

Position:

Accountable to:

Period:

Mr. W Shibamba

Director: Corporate Services

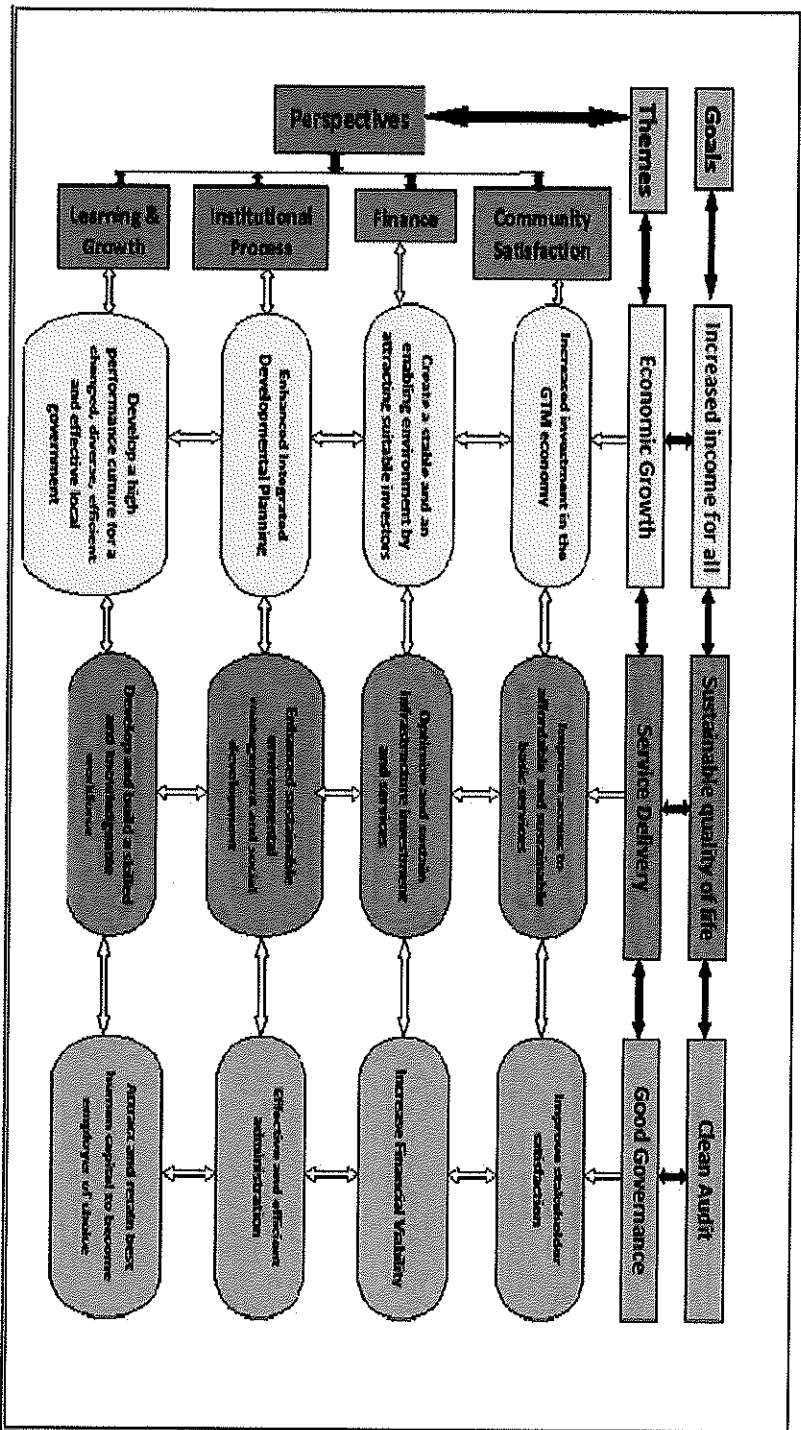
Municipal Manager

1 July '18 - 30 June '19

Content:

1. Strategy Map
2. Position Vision & Mission
3. Key Performance Areas: Position Weighting
4. Key deliverables (KPIs and Projects)
5. Competencies
6. Performance Assessment Process
7. Rating Scale
8. Approval of Personal Performance Plan

1. Strategy Map 2018/19



2. Position Vision & Mission

| Municipal Vision | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| A Green, Prosperous and United Municipality that Provides Quality Services to All | |
| Municipal Mission | |
| <p>The Greater Tzaneen Municipality is committed to provide quality services to its economy by:</p> <ul style="list-style-type: none"> "Promoting social and economic development; Providing and maintaining sustainable services; Ensuring efficient and effective utilization of all available resources; Ensuring Promoting Environmental sustainability; Promoting effective stakeholder and community participation." | |
| Position Vision | |
| To provide a coherent Council Administration that facilitates the achievement of Council Mandate | |
| Position Mission | |
| <p>*Promote good Corporate Governance for Council and Administration</p> <p>*Promote a motivated and disciplined Council staff</p> <p>*Promote an integrated approach in the execution of Council business</p> | |

3. Key Performance Areas: Position Weighting

| Municipal KPA | % Weight |
|--------------------------------------|-------------|
| Service Delivery | 5% |
| Economic Growth | 0% |
| Good Governance | 95% |
| Weighted Total | 80% |
| Competencies (Weighted Total) | 20% |
| Grand Total | 100% |

* As contained in the GTM Strategy Map

4. Key deliverables (KPIs and Projects)

| Municipal KPA | Strategic Objective | Programme | Key Performance Indicator/Project | KPI weight (%) | Unit of Measurement | Baseline (Actual at end 2017/18) | Annual Target | Quarterly milestones | | | | Portfolio of evidence required |
|---------------|----------------------------------------|-------------------|-------------------------------------------------------------------------------------------------|----------------|---------------------|----------------------------------|---------------|----------------------|----------------|----------------|----------------|-----------------------------------------|
| | | | | | | | | Target Sept '18 | Target Dec '18 | Target Mar '19 | Target Jun '19 | |
| GG | Effective and Efficient administration | Sound Governance | Average no of working days taken to respond to internal audit queries for the Department | 3% | Number | New KPI | 100% | 100% | 100% | 100% | 100% | Register of Audit queries |
| GG | Effective and Efficient administration | Sound Governance | % of Departmental AG queries responded to within 3 working days | 3% | Percentage | New KPI | 100% | 100% | 100% | 100% | 100% | Register of Audit queries |
| GG | Increase financial viability | Budget management | % of CORP departmental budget spent | 3% | Percentage | New KPI | 100% | 25% | 50% | 75% | 100% | Monthly financial budget reports |
| GG | Increase financial viability | Budget management | % of Departmental overtime budget spent | 3% | Percentage | New KPI | 100% | 25% | 50% | 75% | 100% | Monthly financial budget reports |
| GG | Effective and Efficient administration | Sound Governance | # of Departmental monthly reports submitted on time for consideration by Exco (15 working days) | 3% | Number | New KPI | 12 | 3 | 3 | 3 | 3 | 3 Monthly report Email to Secretariat. |
| GG | Effective and Efficient administration | Risk Management | % of Departmental Risks mitigated by year-end | 3% | Percentage | New KPI | 100 | N/A | N/A | N/A | N/A | 80% Strategic Risk Assessment Report |
| GG | Effective and Efficient administration | Sound Governance | # of Departmental meetings held | 3% | Number | New KPI | 4 | 1 | 1 | 1 | 1 | 1 Minutes and Attendance Registers |
| GG | Effective and Efficient administration | Sound Governance | # of Departmental Management meetings | 3% | Number | New KPI | 12 | 3 | 3 | 3 | 3 | 3 Minutes and Attendance Registers |
| GG | Effective and Efficient administration | Sound Governance | % of MPAC recommendations implemented within the required timeframe (CORP) | 3% | Percentage | New KPI | 100% | 100% | 100% | 100% | 100% | MPAC resolution register |
| GG | Effective and Efficient administration | Sound Governance | % of Audit Committee recommendations implemented within the required timeframe | 3% | Percentage | New KPI | 100% | 100% | 100% | 100% | 100% | Audit Committee resolution register |
| GG | Effective and Efficient administration | Sound Governance | % of Council Resolutions for CORP implemented within the required timeframe | 3% | Percentage | New KPI | 100% | 100% | 100% | 100% | 100% | Council Resolution register |
| GG | Effective and Efficient administration | Sound Governance | % of District technical committee meetings attended | 3% | Percentage | New KPI | 100% | 100% | 100% | 100% | 100% | 100% Initiation and attendance register |

4. Key deliverables (KPIs and Projects)

| 4. Key deliverables (NRFs and Projects) | | | | | | | | | | | | |
|-----------------------------------------|--------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|----------------------------------|---------------|----------------------|------|-----|--------------------------------|--------------------------------------------------------------------|
| Municipal KPA | Strategic Objective | Programme | Key Performance Indicator/Project | KPI weight (%) | Unit of Measurement | Baseline (Actual at end 2017/18) | Annual Target | Quarterly milestones | | | Portfolio of evidence required | |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | % Staff turnover | 3% | Percentage | actual awaited | 6.6% | n/a | n/a | n/a | 6.6% | Staff establishment |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | # of people from employment equity target groups employed in the 3 highest levels of management in compliance with EE plan | 3% | Number | actual awaited | 27 | 27 | 27 | 27 | 27 | Employment Equity report |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | % Employees that are female | 2% | Percentage | actual awaited | 35% | n/a | 35% | n/a | 35% | Employment Equity report |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | % Employees that are youth | 2% | Percentage | actual awaited | 35% | n/a | 35% | n/a | 35% | Employment Equity report |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | % Employees that are disabled | 2% | Percentage | actual awaited | 2.2% | n/a | 2.2% | n/a | 2.2% | Employment Equity report |
| GG | Effective and Efficient administration | Council Support | # of days taken to publicise MPAC reports, following Council approval | 2% | Number | actual awaited | 7 | 7 | 7 | 7 | 7 | 7 Council Minutes Copy of Adverts Proof of Website placement |
| GG | Effective and Efficient administration | Council Support | # of Council meetings held | 2% | Number | actual awaited | 4 | 1 | 1 | 1 | 1 | 1 Minutes and attendance registers |
| GG | Effective and Efficient administration | Council Support | # of Exco meetings held | 2% | Number | actual awaited | 26 | 6 | 7 | 6 | 7 | 7 Minutes and attendance registers |
| GG | Effective and Efficient administration | Council Support | # of Portfolio Committee meetings held | 2% | Number | actual awaited | 108 | 27 | 27 | 27 | 27 | 27 Committee meetings register |

4. Key deliverables (KPIs and Projects)

| Municipal KPA | Strategic Objective | Programme | Key Performance Indicator/Project | KPI weight (%) | Unit of Measurement | Baseline (Actual at end 2017/18) | Annual Target | Quarterly milestones | | | | | Portfolio of evidence required |
|---------------|----------------------------------------|---------------------------|--------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------|----------------------|-------|-----|-----|-----|----------------------------------------------------------------------------------------------|
| GG | Effective and Efficient administration | Human Resource Management | % of personnel budget spent | 2% | Percentage | actual awaited | 100% | 25% | 25% | 25% | 25% | 25% | Personal Budget Staff Establishment reports Minutes and Attendance Register SLA with Vodacom |
| GG | Effective and Efficient administration | Information Technology | # Of ICT Steering Committee Meetings | 4% | Number | New KPI | 4 | 1 | 1 | 1 | 1 | 1 | 1 Minutes and Attendance Register |
| GG | Effective and Efficient administration | Information Technology | Internet services procured by 30 Dec | 2% | Number | New KPI | 1 n/a | | 1 n/a | | | n/a | SLA with Vodacom |
| GG | Effective and Efficient administration | Information Technology | Leasing of Desktops and Laptops & Counsellor Tablets | 2% | Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery of desktops (160) and laptops (60) | New Project | 100% | 90% | 100% | N/a | | n/a | Specifications Appointment Letter Delivery acceptance note |
| GG | Effective and Efficient administration | Information Technology | Leasing and installation of Network switches, Routers and Firewall | 3% | Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery of network switches (20) and Routers & Firewall (5) completed | New Project | 100% | 90% | 100% | N/a | | n/a | Specifications Appointment Letter Delivery acceptance note |
| GG | Effective and Efficient administration | Information Technology | Leasing and installation of Servers | 3% | Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery and installation of 2 servers completed | New Project | 100% | 90% | 100% | N/a | | n/a | Specifications Appointment Letter Delivery acceptance note |

4. Key deliverables (KPIs and Projects)

| Municipal KPA | Strategic Objective | Programme | Key Performance Indicator/Project | KPI weight (%) | Unit of Measurement | Baseline (Actual at end 2017/18) | Annual Target | Quarterly milestones | | | | Portfolio of evidence required |
|---------------|--------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------|---------------------|----------------------------------|---------------|----------------------|----|----|----|--------------------------------------------------------------------------|
| GG | Effective and Efficient administration | Occupational Health and Safety | # of OHS inspections conducted | 3% | Number | actual awaited | 140 | 35 | 35 | 35 | 35 | 35 Site Inspection Forms and/or OHS inspection reports |
| GG | Improve stakeholder satisfaction | Communication | # of media engagements (briefings and media sessions) | 4% | Number | 4 | 4 | 1 | 1 | 1 | 1 | 1 Notice of media briefing Attendance Register |
| GG | Improve stakeholder satisfaction | Communication | # of newsletters produced | 3% | Number | 1 | 4 | 1 | 1 | 1 | 1 | 1 Publications Website publication |
| GG | Improve stakeholder satisfaction | Communication | # of statutory provisions (website) complied with as contained in Section 75 (a-l) of MFMA within 5 days of approval | 3% | Number | actual awaited | 12 | 12 | 12 | 12 | 12 | 12 Printscreen of placements Website update register |
| GG | Improve stakeholder satisfaction | Ward Committees | # Of community feedback meetings held | 1% | Number | actual awaited | 140 | 35 | 35 | 35 | 35 | 35 Attendance Register Notice of meeting Minutes of meeting |
| GG | Improve stakeholder satisfaction | Ward Committees | # Fully functional ward committees (Ward committees holding monthly meetings) | 1% | Number | 34 | 35 | 35 | 35 | 35 | 35 | 35 Minutes of Ward committee meetings, Consolidated Monthly Ward reports |
| GG | Improve stakeholder satisfaction | Ward Committees | # of summarised quarterly ward reports submitted to Council | 3% | Number | 0 | 4 | 1 | 1 | 1 | 1 | 1 Summarised Ward Reports (quarterly) Council Minutes |
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | # of Sect 56/57 positions vacant for more than 3 months | 3% | Number | 3 | 0 | 0 | 0 | 0 | 0 | 0 Staff establishment |

4. Key deliverables (KPIs and Projects)

| Municipal KPA | Strategic Objective | Programme | Key Performance Indicator/Project | KPI weight (%) | Unit of Measurement | Baseline (Actual at end 2017/18) | Annual Target | Quarterly milestones | | | | | Portfolio of evidence required |
|---------------|--------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------|---------------------------------|----------------------------------------------------------------|--------------------------------------------------------------|---------------------------------|---------------------|---------------------------------------------------|
| GG | Attract and retain best human capital to become employer of choice | Human Resource Management | # of employees with technical skills/capacity (engineers & technicians - EED & ESD) | 5% | Number | 19 | 20 | 19 | 19 | 19 | 19 | 19 | HR Monthly Reports |
| GG | Effective and Efficient administration | Office Administration | Purchase of office furniture and equipment for Corporate Services Department | 2% | Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for CORP offices and delivered (100%) Q4: Not applicable this quarter | New Project | 100% | Q1: Not applicable this quarter | Q2: Procurement process for the acquisition of furniture (10%) | Q3: Furniture procured for CORP offices and delivered (100%) | Q4: Not applicable this quarter | Quotations Invoices | |
| SD | Develop and build skilled and knowledgeable workforce | Capacity building and Training | # of senior managers complying with the minimum competency levels (MFMP) | 40% | Number | 3 | 7 | n/a | n/a | n/a | | 7 | Qualifications of MM & Directors |
| SD | Develop and build skilled and knowledgeable workforce | Capacity building and Training | Work place skills plan submitted to LGSETA by 30 Apr | 25% | Number | 1 | 1 | n/a | n/a | n/a | | 1 | WSP Acknowledgement of receipt |
| SD | Develop and build skilled and knowledgeable workforce | Capacity building and Training | % of municipal budget spent on implementing the Work Place Skills Plan | 10% | Percentage | actual awaited | 1% | n/a | n/a | n/a | | 1% | Municipal Budget Training Budget Spent |
| SD | Develop and build skilled and knowledgeable workforce | Labour Relations | # of Local Labour Forum meetings | 25% | Number | actual awaited | 12 | 3 | 3 | 3 | 3 | 3 | LLF Invitations, Minutes and attendance registers |

5. COMPETENCY REQUIREMENTS

| Competencies | Components | Competency Definition | Weighting % |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Leading competencies | | | |
| Strategic Direction and Leadership | <ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness | Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate | 15% |
| People Management | <ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 20% |
| Programme and Project Management | <ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation | Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives | 5% |
| Financial Management | <ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring | Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 10% |
| Change Leadership | <ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation | Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 10% |
| Governance Leadership | <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance | Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 10% |

5. COMPETENCY REQUIREMENTS



| Competencies | Components | Competency Definition | Weighting % |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Core Competencies | | | |
| Moral competence | <ul style="list-style-type: none"> • Integrity • Transparency • Accountability | Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence | 5% |
| Planning and Organising | <ul style="list-style-type: none"> • Time management • Forward planning • Project Management | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 5% |
| Analysis and Innovation | <ul style="list-style-type: none"> • Objective problem analysis • Innovative thinking • Process optimisation | Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives | 5% |
| Knowledge and Information Management | <ul style="list-style-type: none"> • Gain and share knowledge • Data analysis • Employee Empowerment | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 5% |
| Communication | <ul style="list-style-type: none"> • Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders | 5% |
| Results and Quality Focus | <ul style="list-style-type: none"> • Setting high standards • Results orientation • Monitoring & Evaluating progress | Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 5% |
| Total | | | 100% |

| 6. Performance Assessment Process | | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to. | | |
| 1. | Performance Assessment: | |
| 1.1. | Formal assessment between employee and employer will take place twice a year to measure the performance of the employee against the agreed | |
| 1.2. | Progress against the KPI's and Targets will be captured in preparation for the review. | |
| 1.3. | Scores of 1-5 will be calculated based upon the progress against targets. | |
| 1.4. | KPI's and activities are audited and copied to the Performance Plans before assessment date. | |
| 1.5. | The employer must keep a record of the mid-year review and annual assessment meetings. | |
| 2. | The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer. | |
| 3. | The process for determining Employee ratings are as follows: | |
| 3.1. | The employee to motivate for higher ratings where applicable. | |
| 3.2. | The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used. | |
| 3.3. | The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used. | |
| 3.4. | The panel scores are averaged to derive at a total score per KPI / Activity / CCR. Overall scores are calculated by taking weightings into account where applicable. | |
| 3.5. | The final KPI's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total. | |
| 4. | The five point rating scale referred to in regulation 805 correspond as follows: | |
| | Rating: | 1 2 3 4 5 |
| | % Score: | 0-66 67-99 100-132 133-166 167 |
| 5. | The assessment rating calculator is used to calculate the overall % score for performance. | |
| 6. | The half-year review rating can be used in combination with the Annual Performance Assessment to derive at a final Annual rating score. | |
| 7. | The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all inclusive remuneration package as indicated in table below: | |
| % Rating Over Performance | | % Bonus |
| 130-149% | | 5-9% |
| 150% and above | | 10-14% |
| 8. | The Personal Development Plan (PDP) can be reviewed after the performance review had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be. | |
| 9. | The results of the performance and development review (PDR) will be submitted to the performance audit committee for final approval of the | |
| 10. | The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province. | |

| 7. Rating Scale | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Score | | | | | |
| 5 (167%) | 4 (133-166%) | 3 (100-132%) | 2 (67-99%) | 1 (0-66 %) | |
| Outstanding Performance (<i>Above and beyond what was expected</i>) | Performance Significantly Above Expectations | Fully Effective (<i>Implemented what was planned</i>) | Not Fully Effective (<i>Planned targets not fully met</i>) | Unacceptable Performance | |
| Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |

8. Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

| Undertaking of the employer / superior | Undertaking of the employee |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan. | I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan. |
| Signed and accepted by the Employee: | Signed and accepted by the Supervisor on behalf of Council: |
| Name: <u>WALIER SITHAMBA</u> | Name: <u>WATLALA BS</u> |
| Date: <u>17/04/2019</u> | Date: <u>17/04/2019</u> |
| Signature:  | Signature:  |

